



# EXTERNAL VACANCY

Job title	Jnr Sales Clerk
Job grade	B-
Department	Sales Department
Location	141 Haupt Street Sidewell, PE
Job's vision / Goal	<i>Assist with all sales &amp; logistic related tasks accurately and efficiently</i>
Salary / Band	<b>R14100 – R14500</b>

Reports to	Supervisor & Manager
Subordinates	None
Liaises with	All staff, customers & suppliers

Brief description or profile of the job	<i>To assist with all sales &amp; logistic duties efficiently and professionally</i>
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Tasks to perform and tasks responsible for	Assist all customers with service excellence.
	Meeting sales targets
	Attend to all general office and sales administrative duties
	Assist with all customer queries, requests, and quotes.
	Retain current customers & continue to find new ones.
	Remain updated on changes in the company and industry.
	Carry out any other reasonable requests

Formal or equivalent education and skills required to perform the tasks.	Grade 12 or equivalent
	Sales related training & experience an advantage
	Good knowledge base of electronics
	Computer literate with good knowledge of Office packages
	Highly efficient and accurate with good organisational skills
	Able to multitask and work under pressure
	Must be able to work well in a team environment
	Excellent verbal & written communication skills

Key Performance Areas the appointee's performance will be measured on.	<i>Objectives &amp; Targets achievements</i>
	<i>Customer &amp; team satisfaction</i>
	<i>All communications</i>
	<i>Time keeping, punctuality &amp; absenteeism</i>
	<i>Motivated &amp; hard working</i>
	<i>Personal growth and training</i>

Submit CV's and applications to:	Piet.dejong@mantech.co.za
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Closing date for applications	23 September 2025
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*Only candidates with the above skills & requirements should apply*